



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТІҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

Regulations

on rules of the specialized (program)
accreditation procedure of educational
organizations



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Approved

**by order of the Director of
NI "Independent Agency for
Accreditation and Rating"**

No. 13/1-16-OD dated 04/30/2016

*(as amended and supplemented by order
No. 82-18 / 1-ОД dated September 28,
2018)*

Regulations on rules of the specialized (program) accreditation procedure of educational organizations

1. General provisions

1.1 This Regulation establishes the procedure for conducting specialized (program) accreditation, including initial specialized (program) accreditation (Ex-Ante), of an educational program of an educational organization (hereinafter referred to as EO) for compliance with the established standards of the Independent Agency for Accreditation and Rating (hereinafter referred to as IAAR).

1.2 Specialized (program) accreditation is carried out in order to assess the quality of a separate educational program (hereinafter referred to as EP), implemented by the EO and to provide objective information about its quality and confirm the existence of effective mechanisms for its improvement.

1.3 External quality assessment, the procedure for specialized (program) accreditation and decisions of the IAAR Accreditation Council are established and regulated by the accreditation standards and internal regulatory documents of the agency.

1.4 External evaluation of the educational program of EO is based on the principles: objectivity, integrity, openness, transparency, reliability of information sources, compliance with moral and ethical standards.

1.5 Specialized (program) accreditation of EO is carried out on a voluntary basis, EO is independent in choosing an accreditation body.

1.6 The conditions and terms of accreditation are determined in the accreditation agreement between the EO and the IAAR.

1.7 EO accreditation is carried out at the expense of the educational organization.

2. Requirements for an application for specialized (program) accreditation and attached documents

2.1 Specialized (program) accreditation is carried out on the basis of the application submitted by the EO for the passage of specialized (program)

accreditation and the documents and information attached to it, specified in clause 2.3 of these Regulations.

2.2 The application includes the following information:

1 legal status of the applicant (full name, location, telephone, fax, email address, website, checking account, bank details)

2.2.2 position, full name of the applicant's manager;

2.2.3 full name, telephone number of the employee responsible for liaising with the accreditation body;

2.2.4 general contingent of EO students;

2.2.5 the name of the educational program, the EP level (for example, bachelor's, master's, etc.), the qualification (degree) awarded, the duration of study (4 years, 5 years or other), the contingent (for all years of study), the availability of graduation students according to the declared EP for accreditation;

2.2.6 number and period of validity of the document on institutional accreditation (if accreditation is available);

2.3 To the application, the EO shall attach, unless otherwise provided by these Regulations:

2.3.1 a copy of the state license and annexes to the license or a document giving the right to conduct educational activities;

2.3.2 brief information of the EO (for compliance with the threshold requirements of the IAAR).

3. Acceptance of an application for specialized (program) accreditation

3.1 The application and the attached documents are submitted by the EO to the IAAR in one of the following ways:

3.1.1 on paper;

3.1.2 in the form of an electronic document signed with an electronic signature or a scanned document sent to the official e-mail of the IAAR.

3.2 IAAR, within 7 (seven) calendar days, examines the application with the attached documents and, if the educational program of the EO meets the established requirements, sends a cost proposal with brief information on the accreditation procedure.

3.3 In case of non-compliance, the IAAR sends a notification that the application cannot be accepted due to the established requirements (indicating the non-compliance).

3.4 The IAAR, after accepting the application and the attached documents, draws up an accreditation file for the EO with the assignment of an identification number, which must be stored in the agency in the manner prescribed in the Rules for documenting and document management of the IAAR.

3.5 EO has the right to apply for institutional accreditation in conjunction with specialized (program) accreditation of educational programs.

3.6 EO has the right to submit an application no earlier than 1 (one) year after its refusal of specialized (program) accreditation or its deprivation of specialized (program) accreditation.

4. The procedure for conducting specialized (program) accreditation

4.1 At the request of the EO, the IAAR organizes a training seminar for the EO working group on the preparation of a self-assessment report in accordance with the criteria of standards and guidelines for specialized (program) accreditation. This training seminar is a voluntary procedure.

4.2 EO conducts self-assessment in accordance with the requirements established by the standards and the guidance of the specialized (program) accreditation of the IAAR. The final report, signed by the first head of the EO, is sent to the IAAR in electronic form and in the amount of 1 (one) copy on paper. The deadlines for submitting the self-assessment report are regulated by the Specialized (program) accreditation agreement.

4.3 The IAAR, within the framework of specialized (program) accreditation, can evaluate no more than 30 EPs during one visit of an external expert commission (hereinafter - EEC). When carrying out the procedure of specialized (program) accreditation, the IAAR uses a cluster approach.

The EP cluster is defined as a combination of no more than 6 homogeneous educational programs into one group, regardless of the language of instruction and the level of education and the direction of training. The proposed clusters and the principles of combining educational programs into clusters are preliminarily discussed with the evaluated EO.

The "cluster approach" based on the principles of objectivity, transparency, verifiability and accessibility of information sources provides for the writing of a self-assessment report on the EO for each cluster. At the request of the EO, a self-assessment report can be written for individual EPs.

The "cluster approach" does not mean a cluster assessment of educational programs. The EEC collectively reviews and evaluates each EP separately, and the IAAR Accreditation Council also makes a decision on each individual educational program.

4.4 Based on the submitted application for joint institutional and specialized (program) accreditation, the EO conducts a self-assessment in accordance with the requirements established by the standards and guidelines for institutional and specialized (program) accreditation of the IAAR, taking into account the cluster approach. In case of joint accreditation, an assessment of no more than 30 EP is allowed per one EEC visit.

Institutional accreditation is considered separately.

4.5 Within 1 (one) month, the IAAR develops recommendations for finalizing self-assessment materials, or decides to conduct a visit by an external expert commission of the IAAR. In case of non-compliance with the criteria of the standards of specialized (program) accreditation, the IAAR makes a decision about the impossibility of visiting the EEC.

4.6 If the self-assessment report complies with the standards and guidelines of specialized (program) accreditation, within a month, the IAAR forms an expert commission to assess the EP with a visit to the EO. The external assessment

involves certified experts from the database of IAAR experts and (or) foreign accreditation partner agencies. The quantitative composition of the commission is formed depending on the volume and number of educational programs subject to external verification. The commission includes representatives of the academic, professional and student community.

4.7 IAAR agrees with the EO the terms of the EEC visit under the procedure of specialized (program) accreditation.

4.8 The program of the visit is developed by the Chairman of the EEC and the IAAR with the participation of the EO. The program of the EEC visit agreed with the head of the EO is approved by the director of the IAAR at least 2 (two) weeks before the visit to the EO.

4.9 The duration of the EEC visit to the EO is 3-5 days. During the visit, the EO creates conditions for the work of the EEC in accordance with the Service Agreement:

- represents an office for the work of the EEC with the provision of a workplace for each member of the EEC;
- submits an electronic and paper version of the self-assessment report to each of the commission members;
- provides the necessary office equipment in agreement with the representative of the IAAR and the number of EEC members;
- organizes a visual inspection of infrastructure and resources, meetings, questionnaires, interviews and other types of EEC work in accordance with the EEC Visit Program;
- provides the requested information;
- organizes photography of EEC work.

4.10 At the end of the visit, within 10 (ten) calendar days, EEC prepares a report on the external evaluation of the EP.

4.11 The report contains a description of the visit, an assessment of the compliance of the EO educational program with the IAAR standards, EO recommendations on improving the quality of the educational program, as well as recommendations to the Accreditation Council. Proposals to the Accreditation Council contain a recommendation for making a decision (accredit / not accredit) and the recommended accreditation period for each educational program.

4.12 The EEC report, including recommendations, is formed by the EEC members collectively. If one of the EEC members forms a different decision that does not coincide with the majority of the EEC members, this is recorded in the text of the report.

4.13 The Accreditation Council decides on the specialized (program) accreditation of the EP, the basis of which is the report on the results of the visit of the external expert commission and the self-assessment report of the educational program of the EO.

4.14 In the case of joint specialized (program) accreditation with partner agencies, the accreditation procedure is regulated by separate documents developed between the partners.

5. Deciding on specialized (program) accreditation

5.1 The decision on awarding the status of specialized (program) accreditation and the validity period (1, 3, 5 and 7 years) is made by the Accreditation Council. The meeting is held if there is a quorum. The Accreditation Council has the right to make a reasoned independent decision that does not comply with the recommendations of the EEC.

5.2 The Accreditation Council makes one of the following decisions:

- accredit:

1 year - subject to the criteria as a whole, but with significant deficiencies and opportunities for improvement;

3 years - with positive results in general, but with some minor shortcomings and opportunities for improvement;

5 years - with positive results in general;

7 years - with re-accreditation (re-accreditation), positive results in general and successful completion of post-accreditation monitoring of the educational program previously accredited for 5 years in the IAAR.

- do not accredit.

5.3 When the Accreditation Council makes a positive decision, the IAAR sends an official letter with the results of the decision and a certificate of specialized (program) accreditation of the EP, signed by the Director of the IAAR in the EO. The decision on accreditation of the educational program of the PA IAAR sends to the authorized body in the field of education and publishes information on the results of accreditation on its official website in the section accredited educational programs (Register). The website also publishes the EEC report.

In case of a positive passing of accreditation by the EP of medical educational organizations (higher and (or) postgraduate education), the IAAR issues a certificate of accreditation, which is signed by the chairman of the Accreditation Council and the director of the IAAR.

5.4 After receiving a certificate of specialized (program) accreditation, the EO places a self-assessment report on its official website. By agreement with the IAAR, the EO has the right not to post confidential information specified in the self-assessment report.

5.5 When the Accreditation Council makes a negative decision, the IAAR sends a letter to the EO with a justification for the decision.

5.6 In accordance with the Regulation on the Commission for the consideration of appeals and complaints, EO may send an appeal to the IAAR against the decision of the Accreditation Council. In case of doubt about the competence of the EEC and representatives of the IAAR, or a gross violation committed by the members of the EEC, the EO can send a complaint to the IAAR.

5.7 In accordance with the regulations for specialized (program) accreditation after the completion of the accreditation procedure, subsequent procedures are provided, including post-accreditation monitoring in accordance with the

Regulations on the procedure for post-accreditation monitoring of educational organizations and (or) educational programs.

5.8 If the EO decides to undergo specialized (program) re-accreditation (re-accreditation in the IAAR), then the application for re-accreditation, the EO must submit at least 6 (six) months before the end of the EP accreditation period, provided that the procedure post-accreditation monitoring of the EO was successful in accordance with the Regulations on the procedure for post-accreditation monitoring of educational organizations and (or) educational programs.

